



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA
INDIAN HEALTH SERVICE



THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

VACANCY ANNOUNCEMENT

FD-07-39

OPENING DATE

MAY 08, 2007

CLOSING DATE

MAY 29, 2007

POSITION

SUPERVISORY CLINICAL NURSE
(Director of Nursing)

LOCATION AND DUTY STATION

PHS INDIAN HOSPITAL, DIVISION OF CLINICAL SERVICES,
FORT DEFIANCE, ARIZONA

GRADE/SALARY

GS-610-12, \$73,194 - \$90,087 PER ANNUM;
GS-610-13, \$80,343 - \$100,431 PER ANNUM;

NUMBER OF VACANCIES

ONE (1) VACANCY PCN: 151801

**SPECIAL SALARY RATE UNDER 5 USC 5303*

APPOINTMENT

● PERMANENT

WORK SCHEDULE

● FULL-TIME

AREA OF CONSIDERATION

● IHS WIDE

SUPERVISORY/MANAGERIAL

● YES, MAY REQUIRE ONE YEAR PROBATION

PROMOTION POTENTIAL

● YES, TO GRADE: GS-13

HOUSING

● YES, GOVERNMENT HOUSING IS AVAILABLE

TRAVEL/MOVING

● MAYBE PAID FOR ELIGIBLE EMPLOYEES

DUTIES: This position serves as the Chief Nurse Executive within the Division of Clinical Services at Fort Defiance Service Unit. Responsible for providing leadership and management in maximizing human and material resources, quality standard of patient care and practice, maintenance and problem resolution of the Service Unit Nursing Program. Facilitates the team concept in the executive decision-making process. The incumbent assures compliance with the health center wide Performance Improvement/Quality Assurance Program, CMS, and Navajo Area Program requirements and identifies opportunities for client care and client process improvements. Analyzes and evaluates the overall nursing program, the application of approved Nursing standards, techniques and procedures. Evaluates staffing requirements, abilities of personnel and other factors in order to assure optimum utilization of personnel. Analyzes and evaluates Nursing service needs, formulates and implements plans of action to effectively utilize resources. Develops a written philosophy and objectives for the Service Unit Nursing Service. Establishes and implements standards which ensure safe and therapeutically nursing care of patients. Develops and maintains an effective system of Nursing records and reports. Insures annual review and/or revision of Nursing Service and Nursing Unit policies and procedures; maintains appropriate documentation of these activities. Provides direction for Nursing Performance Improvement activities and reviews the criteria, monitoring, evaluation and outcome of Nursing care activities. Serves as resource person to the Nursing Performance Improvement, communicates Nursing follow-up on medication errors and incident, reports to Medical-Nursing Executive committees, Clinical Director, and Chief Executive Officer. Insures that purchasing of goods and services as well as negotiations with vendors follow the appropriate Federal procurement regulations. Gives guidance to administrative supervisory nursing personnel. Plans with representatives of administration and other appropriate groups for the development of new and the effective use of existing facilities needed to attain service and educational objectives. Collaborates in development of agreements with educational agencies for the use of the clinical facilities by nursing students. Initiates, promotes and participates when necessary in studies and research. Works with Service Unit and Area HR Specialists in all phases of recruitment, hiring and other personnel actions including information for SF-52's, PHS-1662's, POVN's and KSA's. Insures that hospital Nursing Service activities comply with existing certification standards of CMS and/or State nursing license requirements. Ensures assessment of patient care needs in the hospital by reviewing staffing patterns/ schedules. Assesses the delivery of nursing care in the hospital, identifies problems and opportunities for improvement. Evaluates compliance with nursing standards by reviewing nursing care, assessing patients, reviewing charts, interviewing, observing, participating in PI activities and employing other means of evaluation. Provides guidance to the Nurse Executive team in evaluating employee performance, initiates disciplinary actions, assists in promotions, panel selections, separations, etc., and uses EEO guidelines. Reviews nursing orientation policies and procedures. Assures maintenance of nursing competency through new staff orientation, continuing education, incorporating nurse performance standards, regulatory guidelines and applicable statutes. Performs other duties as assigned.

QUALIFICATIONS REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

POSITIVE EDUCATION REQUIRED: YES

LICENSURE REQUIRED: YES

BASIC REQUIREMENTS: **EDUCATION:** Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.

IN ADDITION TO BASIC REQUIREMENTS: Candidates must have 52 weeks of specialized experience equivalent to the GS-11 to qualify for the GS-12 and 52 weeks of specialized experience equivalent to the GS-12 to qualify for the GS-13 grade level.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Examples of the type of experience that will be credited are knowledge of management principles to support planning, assigning work and decision-making to ensure compliance; Knowledge of providing directions in all nursing aspects.

SELECTIVE PLACEMENT FACTOR: Applicants must possess active, current registration as a professional nurse in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a Territory of the United States. Knowledge of and skills in current professional nursing practices are required in the particular field of nursing for the position being filled.

SUPERVISORY OR MANAGERIAL ABILITIES: Candidates must have demonstrated in their work experience or training that they possess, or have the potential to develop the qualities of successful supervision, as listed below:

- a. Ability to and review the work of subordinates train and work effectively with subordinates from a variety of backgrounds and with different levels/areas of training.
- b. Ability to accomplish the quality and quantity of work expected within set limits of cost and time.
- c. Ability to plan own work and carry out assignments effectively.
- d. Ability to communicate with others effectively both orally and in writing in working out solutions to problems or questions related to the work.
- e. Ability to understand and further manage goals as these affect day-to-day work operations.
- f. Ability to develop improvements in or design new work methods and procedures.

CONDITIONS OF EMPLOYMENT: Immunization requirements- All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunization will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position that requires regular work at a Service Unit.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

*****NOTE***:** Refer to OPM Handbook Qualification Standards, Series GS-0610 for complete information. For more complete information contact your Servicing Personnel Office. In order to obtain educational credit, you are required to provide official transcripts by the closing date of this announcement.

WHO MAY APPLY:

MERIT PROMOTION PLAN (MPP) CANDIDATES: Applications will be accepted from status eligible (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Examining Plan. These candidates MUST indicate on their resumes or, application, whether their resume or application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

Veterans: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a certificate of expected separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/ competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meets the basic qualification for the position any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area. OR,
 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisal, Training, Letters of Commendation, Self-Development, Awards and Outside Activities, which are related to the position. To receive full credit for your qualifications, provide a narrative statement, which fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for whether or not you are highly qualified for the position. Describe

your qualifications in each of the following:

1. ABILITY TO EFFECTIVELY COMMUNICATE IN WRITING.
2. ABILITY TO PRIORITIZE MULTIPLE TASKS AND OBJECTIVES.
3. ABILITY TO EFFECTIVELY COMMUNICATE ORALLY.
4. KNOWLEDGE OF NURSING RESEARCH.
5. KNOWLEDGE AND ABILITY TO APPLY QUALITY IMPROVEMENT PROCESSES (QI/PI).

(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS).

NOTE: Form OF-306 “Declaration for Federal Employment” and Addendum to OF-306. BOTH forms must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding yes to any one of these two questions can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired, you may be fired after you begin work; or you may be fined or jailed.**

“DESIGNATION OF CHILD CARE POSITION UNDER PL 101-630 AND PL 101-647”

HOW & WHERE TO APPLY: All applicants, except Commissioned Officers, must submit one of the following to the Fort Defiance PHS Indian Hospital, Division of Human Resources, P.O. Box 649, Fort Defiance, Arizona 86504, BY CLOSE OF BUSINESS (5:00 P.M.) ON THE CLOSING DATE:

1. OF-612, Optional Application for Federal Employment; OR
2. SF-171, Application for Federal Employment; OR
3. *Resume; OR
4. *Any other written application format; PLUS Official Transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position are being filled.

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION. WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES.

A copy of an official **Bureau of Indian Affairs “Verification of Indian Preference for Employment in BIA and IHS”, Form 4432**, signed by the appropriate BIA official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian preference need not submit the BIA Form 4432, but must state that such documentation is contained in their Official Personnel Folder.

FOR MORE INFORMATION, CONTACT AARON ARVISO, HUMAN RESOURCE SPECIALIST, 928/729-8256.

***INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. **SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with Zip Code) and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Veteran's Preference Certificate: DD-214, indicating discharge and/or SF-15 if claiming 10 point preference. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Copy of the latest SF-50, Notification of Personnel Action, if current or prior Federal employee.
7. Highest Federal civilian grade held (give series and dates held).
8. High School: Name, City, State (Zip Code if known) and date of Diploma or GED.
9. Colleges and Universities: Name, City, State (Zip Code if known), majors, type and year of any degrees received (if no degree, show total semester or quarter hours earned); attach transcripts.
10. Work experience (Paid and Non-Paid): Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours per week, and salary.
11. Indicate if we may contact your current supervisor.
12. Job related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.

NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERANS PREFERENCE DETERMINATION, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill and identical additional position in the same geographic location.

COMMISSIONED OFFICERS: Commissioned Officers applicants claiming the Area Personnel Office against the applicable Preston standard or the civil service standard, if no Preston standard exists will evaluate Indian Preference. These applicants must describe the experience gained in their two most recent positions and provide the dates they occupied those positions. In addition, Commissioned Corps Indian Preference applicant must also provide information regarding education, including degrees obtained and schools attended and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, these knowledge, skills and abilities that are being used as selective factors. Commissioned Corps Indian Preference applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

HUMAN RESOURCE CLEARANCE

DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER FD-07-39. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED.

**SUPPLEMENTAL QUESTIONNAIRE
SUPERVISORY CLINICAL NURSE (Director of Nursing), GS-610-12/13**

1. **ABILITY TO EFFECTIVELY COMMUNICATE IN WRITING.** This is the ability to write in a clear and concise manner; correspondence, reports, policies or instructional materials to convey information concepts, topics or directions. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

2. **ABILITY TO PRIORITIZE MULTIPLE TASKS AND OBJECTIVES.** This is the ability to function effectively under pressure of time and/or handling several tasks at once by efficiently planning and organizing the work and properly determining priorities. This includes the ability to coordinate and direct the activities of individual and groups. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

3. **ABILITY TO EFFECTIVELY COMMUNICATE ORALLY.** This is the ability to communicate effectively with multi-disciplines, patients, families, community and other healthcare organizations. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

4. **KNOWLEDGE OF NURSING RESEARCH.** The person in this position should have the ability to investigate situations objectively in order to analyze, gather information and devise acceptable solutions. This includes up to date knowledge of nursing practices. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

5. **KNOWLEDGE AND ABILITY TO APPLY QUALITY IMPROVEMENT PROCESSES (QI/PI).** This the knowledge of the quality improvement process or the ten step quality assessment (QA) process or other effective problem solving process that incorporates assessment and defining problems such as: planning to resolve problem and appropriately implement the right method and process to evaluate these strategies. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

CERTIFICATION

I, CERTIFY THAT ALL OF THE STATEMENTS MADE IN THE ABOVE QUESTIONNAIRE ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND ARE MADE IN GOOD FAITH.

SIGNATURE OF APPLICANT

DATE